



**Step 1: Independent Evaluation of Scope,
Character and Duration of Applicant's
Qualifying Hydrogeologic Work Experience**



Applicant for Identification Information (to be completed by applicant):

Applicant _____

Address _____

Telephone No. _____

E-mail address _____

Professional Reference: This section is to be completed by the professional attesting to the scope, character and duration of qualifying hydrogeologic experience of the individual named above (a minimum of three references required):

You have been identified as an individual familiar with the qualifying hydrogeologic work in a *responsible position* of the above-named applicant who is seeking examination by the Board. The Board is interested in determining if the above named applicant has appropriate *pro-rated qualifying experience* for admittance into the examination evaluation process. Please return this form by the date requested by the applicant, filled out completely.

I understand and affirm either (check appropriate box):

a) I have personal knowledge of the above-listed applicant's fully pro-rated *qualifying experience* in a *responsible position* of the above-listed applicant as declared herein: ☐

or

b) I decline to certify a scope, character and duration of the above-listed applicant's pro-rated *qualifying experience* reference regarding the above-listed applicant: ☐

a. I have known the applicant professionally from (dd/mm/yy) ____/____/____ to ____/____/____.

b. I can qualify the applicant for a total of ____ months of work experience.

c. My relationship with this applicant has been that of:

Responsible Charge ☐ Peer ☐ Regulator ☐
Employer, Administrative Supervisor (e.g. non-responsible charge) ☐

d. The applicant was compensated full time ☐ or part-time ☐ (check appropriate box).

e. Based on a 40-hour work week during the months listed in statement "b" above, the *pro-rated percentage of time* (either part- or full- time) that the applicant completed work related to geology was: ____%.

f. Of the percentage of time supplied for statement "e" above, what further pro-rated percentage of applicant's qualifying work as a geologist functioning in a "responsible position" was: ____%

[illegible]

Definition of Critical Concepts for the Certified Hydrogeologist (CHG) Application Process:

Hydrogeology - California Code of Regulations (CCR) Title 16, Division 29 §3003(h): the application of the science of geology to the study of the occurrence, distribution, quantity and movement of water below the surface of the earth, as it relates to the interrelationships of geologic materials and processes with water, with particular emphasis given to groundwater quality.

Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience form - The Board requires a detailed "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience" form to be completed by the applicant's supervisor in *responsible charge* of the applicant's *qualifying experience* as part of the application for certification and administration of the examination process. This evaluation is documented in the "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience" forms to be supplied by the reference providers directly to the Board.

Professional Geologic Work - CCR Title 16, Division 29 §3003(d): Work performed at a professional level rather than at a subprofessional or apprentice level and requires the application of scientific knowledge, principles and methods of geological problems through the exercise of individual initiative and judgment in investigating, measuring, interpreting and reporting on the physical phenomena of the earth. Implicit in this definition is the recognition of professional responsibility and integrity and the acknowledgement of minimal supervision.

Professional geologic work specifically does not include: routine activities such as drafting, sampling, sample preparation, routine laboratory work, etc., where the elements of initiative, scientific judgment and decision making are lacking, activities that do not use scientific methods to process and interpret geologic data, soils engineering, soils sampling, soils testing or other activities in or related to the agricultural application of soils sciences, and mining, mining engineering or other engineering disciplines and/or other physical sciences wherein geological investigation, analysis and interpretation are minimal or lacking.

Qualifying Experience - In accordance with Business and Professions Code §7842: An applicant for certification as a Certified Hydrogeologist must have either:

- a. A minimum of three years performed under the supervision of a geologist certified in the specialty for which he is seeking certification, except that prior to July 1, 1970, professional geological work shall qualify under this subdivision if it is performed under the supervision of a geologist qualified in the specialty for which the applicant is seeking certification.

or

- b. A minimum of five year's experience in **responsible charge** of professional geological work in the specialty for which the applicant is seeking certification.

The applicant shall submit **at least three** references from qualified hydrogeologists and are required to provide at least three representative hydrogeologic reports **prepared mainly or wholly** by the applicant – one representing each year of qualifying work experience claimed.

In accordance with CCR Title 16, Division 29 §3042, an applicant must be licensed as a professional geologist in the State of California and have knowledge of geology of the State of California; geologic factors relating to the water resources in this State; principles of groundwater hydraulics/hydrology and groundwater quality including the vadose zone; applicable federal, state and local rules and regulations; principles of water well, monitoring well, disposal well and injection well construction; elementary soil and rock mechanics in relation to groundwater, including the description of rock and soil samples from wells; and

interpretation of borehole logs as they relate to porosity, hydraulic conductivity or fluid character.

Responsible Charge - Business and Professions Code §7805: Independent control and direction by the use of initiative, skill and independent judgment of geological or geophysical work or the supervision of such work.

Board for Geologists and Geophysicists Code of Professional Standards - CCR, Title 16, Division 29 §3065 specifies: To protect and safeguard the health, safety, welfare, and property of the public, and California's environmental quality, every person who is licensed by the Board for Geologists and Geophysicists (Board) as a professional geologist or professional geophysicist, including licensees employed in any manner by a governmental entity or in private practice, shall comply with the professional standards in this section. A violation of any of the following professional standards shall constitute unprofessional conduct and shall be sufficient grounds for disciplinary action.

(a) Compliance with Applicable Law:

A licensee shall provide all geologic and geophysical services in a manner consistent with applicable laws, codes, ordinances, rules and regulations. A licensee may obtain and rely upon the knowledge and advice of other professionals (e.g., architects, attorneys, professional engineers, other professional geologists and geophysicists, land surveyors, and other qualified persons) concerning the intent and meaning of such laws, codes, and regulations.

(b) Competence:

(1) Licensed geologists or licensed geophysicists (together with those whom the licensee may engage as consultants) shall perform or offer to perform only those professional services for which they are qualified by education, training, experience, and licensure as required by law, in the specific technical and scientific areas involved.

(2) When practicing geology or geophysics, a licensee shall act with competence and reasonable care, and shall apply the technical knowledge and skill which is ordinarily practiced by licensees in good standing, practicing in this state under similar circumstances and conditions.

(c) Representations:

(1) A licensee shall not misrepresent or permit the misrepresentation of his or her professional qualifications, affiliations; or purposes, or those of the institutions, organizations or other businesses with which they are associated.

(2) A licensee may advertise or solicit those professional services for which he or she is authorized by licensure, provided such services are within his or her field of competence.

(3) A licensee shall not misrepresent his or her qualifications to a prospective or existing client or employer.

(4) A licensee shall not misrepresent to a prospective or existing client, the licensee's scope of responsibility in connection with those professional services for which the licensee is receiving or will receive compensation, whether directly or indirectly. Specifically, a licensee who represents that a project was completed under his or her responsible charge (i.e., stamped and/or signed) must also have maintained responsible charge of the work.

(5) A licensee shall only express professional opinions which have a basis in fact, are within the scope of the licensee's own experience or knowledge, and are generally accepted geologic or geophysical principles.

(6) A licensee shall attribute proper credit to others for their professional work or professional contribution, and shall not misappropriate the professional work of others.

(7) A licensee shall not knowingly permit the publication or use of his or her data, reports, maps, plans, or other professional documents for any unlawful purpose.

(8) A licensee shall not falsely or maliciously attempt to injure, impugn or, in fact injure the professional reputation or business of others.

(9) A licensee shall not misrepresent data or its relative significance in any geologic or geophysical work product or oral conveyance of his or her professional opinion.

(10) A licensee shall not misrepresent or conceal the scope of his or her professional responsibility in connection with those professional services for which the licensee is claiming any responsibility or credit, or for which the licensee is receiving any compensation.

(11) When providing information to the Board pursuant to another's application for licensure to practice professional geology or geophysics, a licensee shall accurately represent his or her knowledge of the applicant's qualifications and qualifying experience.

(d) Conflict of Interest:

(1) A licensee shall not concurrently engage in any other business, occupation or have a financial interest in any entity that may impair his or her independent judgment, objectivity; or which may create a conflict of interest in rendering his or her professional services.

(2) A licensee shall not accept compensation for his or her professional services from more than one party on any project, endeavor, or proceeding unless the circumstances are fully disclosed and agreed to in writing by all concerned parties.

(3) If a licensee has any business association or financial interest which is substantial enough to influence his or her judgment in connection with the performance of professional services, the licensee shall fully disclose in writing to his or her client(s) or employer(s) the nature of the business association or financial interest. If the client(s) or employer(s) object(s) to such association or financial interest, the licensee shall either terminate such association or interest, or offer to give up the project or employment.

(4) A licensee shall not solicit or accept payments, rebates, refunds, commissions, or compensation, whether in the form of money or otherwise from other professionals, contractors, suppliers of material, systems or equipment in return for specifying their products or professional services to a client or employer of the licensee.

(e) Confidential Information:

As used in this section, "confidential information" means all information, specifically identified as confidential by the licensee's client, employer, representative, or other related entity. Confidential information obtained by a licensee in his or her professional capacity, shall not be disclosed by the licensee without prior permission, except under the following specific conditions:

(1) disclosures made in response to a subpoena or summons enforceable by an order of a court;

(2) disclosures made in response to an official inquiry from a governmental regulatory agency;

(3) disclosures made by a licensee to another licensee to the extent necessary for purposes of professional consultation;

(4) disclosures made when required by law, code, or regulation.

(5) disclosures made upon discovery of a hazard within the licensee's field of professional expertise, which, in the licensee's professional opinion, is a threat to the health, safety and welfare of the public.

(6) disclosures made when providing evidence to the Board concerning another licensee or unlicensed individual, who may have violated any part of the Geologist and Geophysicist Act or this Section;

(7) disclosures made regarding alleged illegal conduct; or

(8) disclosures made in an adjudicatory proceeding or pursuant to an order of the court.

(f) Document Submittal

(1) A licensee shall not misrepresent the completeness of any professional geologic or geophysical document submitted to any governmental or regulatory agency.

(2) A licensee shall not misrepresent the completeness of any professional geologic or geophysical document prepared for his or her client, employer, or other involved party.

Note: Authority cited: §§7818 and 7860(c)(3), Business and Professions Code. Reference: §7860(c)(3), Business and Professions Code.

**Reference Provider Background and
Professional Certifications
(Please complete as indicated below):**

I am a:

Professional: ☐ Geologist ☐ Geophysicist ☐ Certified Engineering Geologist
☐ Certified Hydrogeologist ☐ Exempt Engineer ☐ Other _____

License No. _____ State _____ Date of original licensure ____ / ____ / ____

All reference providers are required to notify the subject applicant of the date that the references were mailed directly to the Board office at:

**Attention: Professional Standards Unit, Application Review
Board for Geologists and Geophysicists
1625 N. Market Blvd. Suite N-324
Sacramento, CA 95834**

Date Certifications:

1. Date that you, as the reference provider, mailed the completed "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience" form directly to the Board address listed above: ____ / ____ / ____

and

2. Date that you, as the reference provider, notified the applicant that you mailed the completed "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience" form directly to the Board address listed above: ____ / ____ / ____

Additional Certifications

(Please initial, sign and stamp where indicated to confirm that you have read, understood, agreed with, and consented to, the following declarations and conditions):

I certify that I have adhered to and agree to abide by the professional standards of Business and Professions Code §7872 and California Code of Regulations, Title 16, Division 29, §3065 (Board Code of Professional Standards). I declare under penalty of perjury under the laws of the State of California that any information provided relating to the applicant is true and correct. _____ **(Initial here)**

This "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience" form becomes the property of the Board. Information in this "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience" form may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Government Code §6250 et seq.) and the Information Practices Act (Civil Code §1798.61), the names and addresses of persons possessing a license may be disclosed by the Department of Consumer Affairs and the Board for Geologists and Geophysicists unless otherwise specifically exempt from disclosure under the law. *Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.*

_____ **(Initial here)**

I declare under penalty of perjury under the laws of the State of California and attest that the licensed scope, character and duration of qualifying work professionally certified herein and contained on all sheets of this "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work" form and attached sheets are true and correct. I further understand that I am subject to disciplinary action if any portion of this "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience" form is found to be inaccurate, false, misleading or ambiguous.

Name (typed or printed) _____

Signature _____

Date_____ Present Employer _____ Position_____

Address _____

Day Telephone No. _____

Current e-mail address: _____

Professional license/certificate number(s): _____

Professional Seal/Stamp impression(s):